



**THE TRIAL COURT OF MASSACHUSETTS
OFFICE OF COURT MANAGEMENT**

Security Department
Suffolk County Courthouse
Three Pemberton Square, 15th Floor
Boston, MA 02108

Paula M. Carey
Chief Justice of the Trial Court

Jonathan S. Williams
Court Administrator

Jeffrey P. Morrow
Director of Security

SECURITY DEPARTMENT DIRECTIVE

TO: All Members of the Security Department

FROM: Jeffrey P. Morrow, Director of Security

DATE: December 7, 2020

RE: COVID-19 Pandemic; Courthouse Staff Health Screening (REVISED)

1. Courthouse staff have been instructed to participate in a health screening administered by the Security Department upon their arrival at work. Security Department personnel shall conduct health screening of court staff and undergo health screening in accordance with this directive.
2. This revised directive updates health screening questions to incorporate current Centers for Disease Control (CDC) guidance and medical advice. This directive supersedes the directive of the same title issued on July 31, 2020 and is effective upon receipt.
3. Court officers and/or associates will be posted at the courthouse entry screening station to administer the health screening detailed in paragraphs (4) and (5). Officer(s) will be posted for this purpose beginning at 7:30 am on each business day until further notice. Court staff are permitted to enter the courthouse through staff entrances and if they do so are instructed to proceed immediately to the entry screening station to be health screened. Those that may arrive at work prior to 7:30am will be directed to socially distance from others until the health screening services are available and at that time proceed to be screened.
4. The following health screening questions will be asked to court staff:
 - a. Have you, someone you live with, or someone you've had close contact¹ with tested positive for or been diagnosed with COVID-19 in the last 14 days?

¹ Close contact is defined as having been within six (6) feet of someone for a cumulative total of 15 minutes or more over a 24 hour period.

- b. Are you currently experiencing, or have experienced within the last three days symptoms of COVID-19?²
 - c. Have you been advised to quarantine by a health care provider within the last 14 days?
 - d. Are you required to quarantine under the Governor's Order³ for travelers arriving in Massachusetts?
 - i. Officers are advised that not all travelers from out of state locations are affected by this Order. Current lower risk states where travel to Massachusetts is permitted without quarantine or COVID-19 testing can be found at <https://www.mass.gov/info-details/covid-19-travel-order#lower-risk-states>. Persons having traveled from states identified as low risk are not excluded from entry into a courthouse.
 - e. Are you awaiting COVID-19 test results?
 - i. In the event an affirmative response is provided to question (e) the officer will ask if the test was sought in response to experiencing symptoms of COVID-19 or having been in close contact with someone that was. Only persons meeting either of these criteria will be excluded from the courthouse in accordance with these procedures.
5. Following satisfactory completion of the health screening questions an officer will use a handheld infrared thermometer, or other provided IR technology, to take the individual's body temperature.
6. Persons answering yes to any of the questions in paragraph 4, presenting with a body temperature of 100 degrees Fahrenheit or higher, or refusing to complete the health screening shall be denied access to the courthouse and the person will be encouraged to seek medical guidance. In those instances where an elevated body temperature (EBT) is the sole reason for denial of entry, retesting should be conducted after at least 10 minutes to confirm the EBT. The immediate manager of any employee denied access due to a positive health screening will be immediately notified. A courthouse phone listing will be maintained at the entry screening station to facilitate this process.
7. Officers operating infrared thermometers or other issued IR technology shall familiarize themselves with operation of the equipment by reviewing related training materials posted to the Learning Management System (LMS) or otherwise provided. Regional Directors of Security may authorize additional screening locations if personnel and equipment resources allow.

² Symptoms of COVID-19 may include a fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, or sore throat.

³ Governor of Massachusetts, Order Instituting A Mandatory 14-Day Quarantine Requirement For Travelers Arriving In Massachusetts, COVID-19 Order No. 45 Issued July 24,2020 and any subsequent updates